

Job Posting

Foxborough Council on Aging & Human Services has a job opening for a 16 hour/week outreach worker.

**Please send your resume to: Vicki Lowe, Executive Director,
Foxboro COA & HS, 75 Central St., Foxboro, MA 02035
Applications will be accepted until the position is filled.**

Job Description

Title: Outreach Worker

Salary Range: \$16.25 hour – \$17.25 hour

Hours: Part-time; non-benefited position

Supervisor: Executive Director

Field Supervisor: Community Social worker, weekly ongoing case supervision

Job Description:

Work as part of the human service team as an Outreach Worker for the elder population. Work under the direct supervision of the community social worker to provide support and advocacy to elders in the community.

Duties will include, but not be limited to:

- Making home visits or meeting with clients in the office to identify and address the needs of elders.
- Assisting clients with applications to various programs,
- Making appropriate referrals,
- Assist with bill paying,
- Providing support, advocacy,
- Encourage participation in Senior Center programs and activities.
- Working collaboratively with local agencies and family members to provide cohesive services to clients as needed.
- Attending meetings and trainings as required by job.
- Must maintain client files and input appropriate client information in computer.
- Must maintain confidentiality at all times.
- Other tasks as needed.

Minimum Qualifications:

Associates degree in Human services or related field, or 3 years experience working in a Human Services position.

- Knowledge of social service systems and elder care services.
- Knowledge of computers, ability to input data.
- Must have car and valid driver's license.
- Mandatory **CORI** check.